

CITY OF KNOXVILLE
Application for SPECIAL EVENT Beer Permit
INFORMATION & APPLICANT CHECKLIST

This application must be completely filled out before it is turned in, along with with permit application fees (**non-refundable**) and the other requirements listed. By making this application, the applicant assumes personal responsibility for all information provided. It is the applicant's responsibility to see that the application is complete and correct. The Beer Board can deny an application for any incorrect, inaccurate or false information provided; additionally, the Board may delay action on an application for any information it finds unacceptable or for failure to fully complete the application. Copies of licenses and documents must be submitted with the completed beer permit application to the City of Knoxville Business Tax Office, City/County Building, 400 Main Street, Ste. 453-B. Please contact this office at (865) 215- 2083 with any questions about the application process. Each application must be signed and notarized. **After application and payment are received, Event Manager must go to the Knoxville Police Department for records checks, fingerprints and photographs—the Beer Board will NOT consider applications without completed records checks on ALL applicants.** Event Manager(s) may not have been convicted of any crime involving moral turpitude or violation of any alcoholic beverage law within the ten (10) years prior to applying for permit. **Prior to issuance of the beer permit Event Manager(s) must complete the TASK (Tennessee Alcohol Seller/Server Knowledge) program conducted by KPD.**

To be considered for a beer permit for a special event, the conditions of Code of Ordinances, City of Knoxville, Part II, Chapter 4, Article II, Beer, Div. 2 Sections 4-76 and 4-77 **may apply depending on the type of permit desired.**

A permit under 4-76 is for an event on private property. A permit under 4-77 is for an event on public property. Applicants are directed to the City of Knoxville Beer ordinances to review these and other important requirements.

If an Applicant desires a permit issued under Section 4-77, note in particular, any person or organization desiring to conduct an event in the City, where beer will be sold and consumed on any part of the public streets, sidewalks, or public areas, shall submit a completed Special Event Beer Application to the City Business Tax Office on forms provided by that office no later than seventy (70) days in advance of the proposed event. Any person or organization desiring to conduct an event under this section of the Code also shall have first obtained a Special Events Permit from the City prior to approval of a Beer Permit by the Beer Board. The Special Events permit process includes approval of the event details, specific geography to be included, if any right-of-way closures, server requirements etc.

An Applicant for a permit under Section 4-77 may not submit a Special Event Beer Application until the Applicant first receives approval of the office of Special Events.

The city Beer Board meets once a month. The following items must be completed and copies provided (if applicable) before the meeting to ensure consideration of the application. **Remember, the completed application MUST BE SUBMITTED to the City of Knoxville Business Tax Office BY THE FIRST DAY OF THE MONTH in order to appear on that month's agenda.**

- ☐ New application completed & submitted to city business tax office:
- ☐ Agenda Date (Beer Board Meeting): _____ @ _____ p.m., City/County Building, Main Assembly Room
Representative or Manager MUST be present at meeting for consideration of permit.
- ☐ Permit application fee paid (all fees non-refundable) \$50.00
- ☐ Publication fee paid \$50.00
- ☐ Records check(s) **Knoxville Police Department:** Contact Inspections Unit: (865) 215-7379 (Information Sheet Provided)
BEER BOARD WILL NOT CONSIDER APPLICATIONS WITHOUT CHECKS ON ALL APPLICANTS
- ☐ Copy of **TASK** Program certificate issued by **Knoxville Police Department:** Contact Inspections Unit: (865) 215-7379
- ☐ Copy of I. R. S. Designation Letter
- ☐ Submit **Plan for Server Compliance**
- ☐ Copy of approved Special Event Permit from the Office of Special Events (not applicable under Section 4-76 for permit on private property).

(It is the applicant's responsibility to provide complete and accurate information. The Beer Board could delay action on the application if any information is not accurate.)

I / we hereby make application for a permit to sell or distribute beer or other beverages authorized to be sold, stored or distributed under the provisions of the City of Knoxville alcoholic beverages ordinance Chapter 4 and base my application upon the answers to the following questions:

1. Is Applicant a: ☐ 501c Charitable Organization ☐ Political Organization defined in T.C.A. § 2-13-101
2. Name Applicant(s): _____
3. Applicant address: _____ Zip _____ Phone (_____) _____
4. Name of Special Event: _____
5. Date(s) of Event: _____
6. Purpose of Special Event: _____
7. Event Location: _____
8. Event Manager Name: _____

Address _____ City/State _____ Zip _____

Phone (_____) _____ Cell (_____) _____

CITY OF KNOXVILLE
Application for SPECIAL EVENT BEER PERMIT

AFFIDAVIT

1. I/we _____ hereby solemnly swear or affirm that each statement in this application is true and correct and understand that if any statement contained herein is false, the permit issued is automatically forfeited and voided. Furthermore, that in the event of forfeiture I/we shall not be eligible to receive another permit for a period of ten (10) years pursuant to Tennessee Code Annotated § 57-5-105(d).
2. I/we understand that all applicants are charged with the responsibility of knowing the local and state beer laws. I/we are aware that the penalty for violating state or local beer laws can include revocation or suspension of the permit and/or the imposition of civil penalties up to ONE THOUSAND FIVE HUNDRED 00/100 DOLLARS (\$1,500.00) PER OFFENSE.
3. I/we understand that if the business allows illegal gambling on the premises that the beer permit will be subject to revocation.
4. I/we understand that a requirement of beer permit issuance is the permittee(s) and ON-SITE manager(s) who will supervise and/or sell and serve the beer at the event must complete alcohol education and training programs in accordance with City of Knoxville Code Section 4-60(c).
5. I/we understand that by submitting this application, a background investigation shall be conducted on the Event Manager. It is further understood that any and all documents related to that investigation shall become public record open for public inspection and reproduction pursuant to Tennessee Code Annotated § 10-7-503.
6. I/we hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives from any and all liability of whatever type for any damages, causes of actions, personal property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to my application. I/we hereby waive all possible liability of the City of Knoxville, Knoxville Beer Board, Knoxville Police Department, its employees, agents and representative as stated above.
7. I/we agree that the use of any server who has been convicted within the past ten (10) years of any law relating to the sale, possession, manufacture or transportation of intoxicating beverages, including beer, as defined by City of Knoxville Code Section 4-37 or the use of any server who has been convicted of any felony or crime involving moral turpitude within the past ten (10) years will be cause for possible revocation of the beer permit.
8. I/we understand if any information given in the application subsequently changes, I/we will immediately notify the Knoxville Beer Board c/o Business Tax Office.
9. I/we assume full responsibility for the permit and will be accountable for full compliance with the laws of Knoxville and the State of Tennessee in the sale of beer.
10. I/we have read the foregoing release. I/we fully understand its provisions, and voluntarily consent to abide by its requirements.
11. I/we acknowledge and understand that the fees paid for the beer permit application process are non-refundable.
12. The undersigned is the applicant or the bona fide and qualified agent/representative of the corporate applicant.

Applicant Signature or Agent/Representative

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____

CITY OF KNOXVILLE
Application for SPECIAL EVENT BEER PERMIT
Event Manager Application

Reason for application: ☐ New application ☐ Manager change or addition

1. Name _____
2. Home Address _____ City _____ State _____ Zip _____
3. Home Phone (____) _____ Cellular Phone(____) _____ Date of Birth ____/____/____
4. Drivers License # _____ State _____ Social Security # _____ - _____ - _____
5. Local Business Name _____
6. Local Business Address/ZIP _____ Business Phone: (____) _____
7. Have you ever been convicted of any violation of liquor and/or beer laws, felonies, or any crime involving moral turpitude, within the last ten years, or do you have any charges **currently pending**? ☐ Yes ☐ No
If yes, give particulars of each charge, including city, county, state: court and date: _____
8. Have you ever had a beer permit revoked, suspended, or denied? ☐ Yes ☐ No
If yes, explain: _____
9. Have you ever been convicted of any misdemeanors (Speeding, DUI, Simple Assault, etc.) within the last ten (10) years or have any charges currently pending? ☐ Yes* ☐ No
***If yes, give particulars of each charge, including city, county, state: court and date:** _____
10. Do you understand both the state laws and the local laws regulating the sale and distribution of beer in the City of Knoxville? ☐ Yes ☐ No
11. Do you understand that allowing illegal gambling on the premises will subject the permit to revocation? ☐ Yes ☐ No

AFFIDAVIT

I hereby solemnly swear or affirm that each statement in this application is true and correct and agree that if my statement is false, the permit issued may be revoked by the Beer Board, upon notice and hearing, and that the burden is on the permittee to prove the correctness of all the statements in this application.

I understand that this application is subject to the Tennessee Public Records Act and shall be open for inspection and reproduction by any citizen. Tennessee Code Annotated 10-7-503.

I, _____, understand that by submitting this application, a background investigation shall be conducted and any and all documents related to my investigation shall become public records.

I, _____, hereby release, absolve and hold harmless, the City of Knoxville, the Knoxville Beer Board, the Knoxville Police Department, its employees, agents and representatives, from any and all liability of whatever type for any damages, causes of actions, personal or property injuries which may result as a consequence of my application for a beer permit, background investigation, release of documents or any other matters related to employees, agents and representatives as stated above.

I have read and understand the foregoing Release and understand its provisions and voluntarily consent to abide by its requirements.

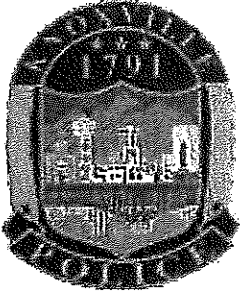
Signature of Applicant

Date: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public: _____

My Commission Expires: _____



KNOXVILLE POLICE DEPARTMENT

THE CITY OF KNOXVILLE, TENNESSEE

RECORDS CHECKS INFORMATION

You must make an appointment for a criminal background check and fingerprinting. These appointments are scheduled for Monday through Friday between 8 a.m. and 4 p. m. Please call (865) 215-7379. **Ask for the Inspections Unit when arriving for your appointment.**

Two forms of government-issued ID required.

Deadline is the Thursday before the scheduled Beer Board meeting.*

KAST CLASS

Held every Thursday at KPD – 1650 Huron Street, Knoxville, TN 37917

Registration/Administrative instruction begins at 9:45 a.m. **Late arrivals will not be permitted entry.**

Instruction runs from 9:45 a.m. – 1:00 p.m.

Cost is \$50.00 – cash, check or money order payable to the City of Knoxville.

Government-issued photo ID is required to sit for class.

Applicants can complete the required processing for records checks/fingerprints while attending the class. Two forms of government-issued ID needed.

IMPORTANT:

*The Beer Board **will not** consider applications without Police Department records checks, fingerprints, and photographs on all owners and managers listed on the application, and KAST program certification. To complete the process, owners/managers **MUST** make an appointment as soon as possible with the Knoxville Police Department Inspections Unit at (865) 215-7379 for fingerprinting/records check and photographs. **IMPORTANT** – You must provide proof of your Social Security number at the Police Department, with either of the following:

- Social Security card
- Form from the Social Security Administration
- Pay stub listing Social Security number
- Government-issued medical insurance card
- Voter registration card

****Owners residing outside of Tennessee, please contact the Inspections Unit (865)215-7379 for instructions.**